

GENERAL AND REVENUE SECRETARIAT.

19 10 11
(G. M.)

File No. 2000/10

Serial Nos. /

Papers Filed.

Month Feb 4 1911

SUBJECT.

Rules for the periodical destruction
of old and useless Record in Govt Office.

PREVIOUS REFERENCES.

LATER REFERENCES.

Vol 423-10 (1+2)
for you-use-1

GENERAL AND REVENUE SECRETARIAT

(*Gen. Miss*)

NOTES.

Em. File No. 200-10

FILE HEADING.

Rules for the periodical destruction of old and - useless records in Govt offices.

From

No. Dated Received

Diary No. Enclos. Spare Copies Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

17-2-107
9

Supt. Rev. Survey

S.S. of Police

" " Prison

" Education

Rev. Commr

Surg. Gen. & Asst.

Spec. Commr

When certain Rules for the destruction of records in the Registration Dept. were submitted to Govt for approval the marginally noted Heads of + asked Depts were requested as to what rules were in force in their respective departments.

Em

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In reply to the enquiry the I.C. prisoners and the Ex. Sec. Com^r stated that there were no rules in the matter in their departments, the Supt. of Prisons, the I.C. of police and the I.C. of Education stated that some old rules were in force in their departments and the State Geologist reported that the rules laid down in the G. R. S. Office Manual were being followed by him with suitable modifications.

3 The Rev. Com^r stated that he was looking into the rules in force in some provinces of B. India and that he would make a further reference if necessary. It was therefore suggested that Heads of Depts might be consulted in the matter and requested to ^{draft} ~~prepare~~ suitable rules for the approval of Govt. The Dewan was pleased to ~~pass~~ the following Order. " * * * * - The other heads of depts - can then be asked as proposed."

4
The Rules for the High Dept- have been passed and issued. Draft Official Memo to Heads of Depts- (except the I.C. of Police) and Deputy Com^r of Prisons is put up.

Ch. 107 V.S. 41

19/12/40

P.T. O.

Serial
No.

5

There are specific rules for District offices, Dy Commr's Offices. So the Circular need come to Hds of Depts.

6 Please put up fair draft as revised.

m
20/12/10

7 Fair draft is put up.

Ch-107 VS. 41
21/12/10
(Secy).

m
21/12/10

G Dewar

CB
24/12/10
m

13 Vide draft by Dewar

11 Issue

CB
16/2/11
m

1 To the Heads of Depts (except the D.G. of Registration)

No. G. 4811-57 dated 21st February 1911.

Requests that suitable rules may be framed to regulate the periodical destruction of records in their Depts & offices and submitted for the approval of Govt, and suggest the mode of framing them same rules.

Instead of giving different members different branches the Circular will be approved, issue from H.S. Secy. A printed copy of the Circular will be sent to every branch and each branch will take the Circular as the first Serial of the file or the Subord, relating to the destruction of records of the Dept. or office under its control.

Ch-2412 vs m

9536

3.1.11

f

GENERAL AND REVENUE
SECRETARIAT.

(Continuation Sheet draft form.)

Govt. of H. H. the Maharaja of Mysore.Genl & Rev Secy.No. G 4811-57 Dtd 21st Feb'y 1911.
G.M. 200-10-1Official Memorandum

With a view to regulate the periodical destruction of records in all Govt offices ^{where} ~~to which~~ no specific rules are ~~in existence~~ ^{on the subject} ~~observed~~ at present, and to secure uniformity of practice, the Heads of Departments are requested to frame suitable rules for adoption in their offices and submit them for the approval of Government. In framing such rules the practice obtaining in the Department or office and the standing orders and rules in force, ^{if any,} should be taken as the basis. The rules in force in the corresponding offices in British India may, with advantage, be also consulted.

By Order
P.T.O.

By Order

2
Offg Secretary to Govt
12/12/10 15.41

Print

To
The Heads of Departments
(Except the H. of
Registration) &
the Dycomrs of d to bus

15 Feb 11

107
21/12/10

*Proceedings of the Government of His Highness the Maharaja of Mysore,
General (Miscellaneous), dated 21st February 1911.*

No. G. 4811-57
G. M. 200-10-1

GENERAL AND REVENUE SECRETARIAT.
Dated Bangalore, 21st February 1911.

OFFICIAL MEMORANDUM.

With a view to regulate the periodical destruction of records in all Government offices where no specific rules are observed at present, and to secure uniformity of practice, the Heads of Departments are requested to frame suitable rules for adoption in their offices and submit them for the approval of Government. In framing such rules the practice obtaining in the department or office and the standing orders and rules in force, if any, should be taken as the basis. The rules in force in corresponding offices in British India may, with advantage, be also consulted.

By Order,

C. S. BALASUNDARAM IYER,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—The Heads of Departments (except the Inspector-General of Registration) and Deputy Commissioners of Districts.

Exd.—C. R.

1910-11

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL MISCELLANEOUS

OFFICIAL MEMORANDUM.

Dated 21st February 1911

No. G. 4811-57
G. M. 200-10-1

Requests the Heads of Departments (except) the Inspector-General of Registration) and Deputy Commissioners of District to frame suitable rules to regulate the periodical destruction of records in their Departments or offices and submit them for the approval of Government.